Document History:

Title: Documenting the Final Disposition of Blood, Blood Components and Plasma Protein Products

Site(s): All Shared Health TM Sites

Document #: 160-INV-19  Version #: 04

Section: Shared Health Transfusion Medicine Manual  Subsection: INV Module

Approved by: Charles Musuka  Date: 05-FEB-2019

Signature:  Effective Date: 14-MAR-2019

Details of Recent Revision

- Replaced Trace Line with eTraceLine throughout
- Removed mention of regional/site-specific CBPR
- Replaced Derivative with Plasma Protein Product
- Removed reference to “Insert facility specific policy of handling RoT” throughout
- 2.1: removed reference to Appendix 10 (archived)
- Upgraded 4.1.1.1 to 4.1.2
- Included 4.4.1 under 4.4
- 6.1: removed “Blood from outside WRHA” as reason for discard with implementation of data loggers
1.0 Principle
To document the final disposition of all blood, blood components and plasma protein products (PPPs)

2.0 Scope and Related Policies

2.1 Blood, blood components and PPPs shall be traceable from source to final disposition, i.e., visual inspection failure, transfusion/infusion, further manufacturing or destruction:
   - Further confirmation of transfusion/infusion may be facilitated by referring to Cumulative Blood Product Record (CBPR) retained in patient’s chart

2.2 Records of final disposition of blood, blood components and PPPs shall be kept indefinitely.

2.3 When a shipment is received for blood inventory purposes, the receiving facility shall be responsible for final disposition documentation.

2.4 When issued blood, blood components or PPPs are shipped out of the facility with the patient, the receiving facility shall be responsible for the final disposition documentation.

2.5 When issued blood, blood components or PPPs are shipped out of the province with a patient, the issuing facility shall be responsible for the final disposition.

3.0 Materials
Record of Transfusion (RoT)
Blood, Blood Components and PPPs blood bank copy of product tag (returned from ward)
Rh Immune Globulin Treatment slip, green
INV form Inter-facility Blood, Blood Component and Derivative Transfer, F160-INV-18A
Appropriate Blood Bank Log

4.0 Procedure
Note: For eTraceLine sites refer to eTraceLine procedure Documenting the Final Disposition of Issued Blood, Blood Components and Derivatives in Trace Line, 160-TL-15

4.1 Documenting final disposition for transfused blood, blood components and PPPs as Confirmed Transfused.
   4.1.1 Determine if blood, blood component or PPP issued was transfused by:
      - Receipt of completed RoT, if applicable
      - Receipt of completed pink blood bank copy of the product tag
      - Receipt of completed green Rh Immune Globulin Treatment slip
      - Faxed INV form Inter-facility Blood, Blood Component and Derivative Transfer, F160-INV-18A, with completed final disposition information of date transfused, if applicable

   4.1.2 If documentation not receivedAVAILABLE, contact clinical unit to search patient’s chart for:
      - Completed RoT, if applicable
      - Cumulative Blood Product Record
      - Completed white chart copy of product tag
      - Completed Rh Immune Globulin Treatment slip
      - Other relevant documentation (e.g. nursing notes)

Note: For eTraceLine issued units, additional RoT(s) may be requested from CBS/BTS and sent to clinical unit for completion.
4.1.3 Document the following information in the appropriated blood bank log:
- Date transfused
- Initials of person documenting final disposition
- Confirmed transfused

4.1.4 For eTraceLine issued units the final disposition of Confirmed Transfused must also be received at CBS/BTS.

4.2 Documenting final disposition for blood, blood component or PPP as discarded.
4.2.1 Document the following information in the appropriate blood bank log:
- Date discarded
- Initials of person documenting final disposition
- Indicate discarded as “expired” or discarded as “in-date”

Note: If discarded “in-date” must document reason in comment. See Procedural Note 6.1

4.2.2 For eTraceLine issued units, the final disposition of discarded must also be received at CBS/BTS.

4.3 Documenting final disposition for blood, blood components or PPPs as returned to blood supplier as requested.
4.3.1 Document the following information in the appropriated blood bank log:
- Date returned
- Initials of person documenting final disposition
- Transfer facility as blood supplier (CBS)
- Reason for return under comment

4.3.2 For eTraceLine issued units the final disposition of returned to blood supplier as requested must also be received at CBS/BTS.

4.4 Document final disposition for blood, blood components or PPPs as transfer to another facility in appropriate blood bank log:
- Date transferred
- Initials of person documenting final disposition
- Transfer facility name

5.0 Reporting

5.1 Ensure required documentation is complete in appropriate blood bank log.

6.0 Procedural Notes

6.1 Examples of reasons for discard:
- Broken bag
- CBS initiated discards
- Damaged or defaced label
- Improper storage
- No segments attached to red cells
- Out of storage for longer than 60 minutes
- Thawed and not used (plasma components)
- Error on tag attached to bag
- Failed visual inspection
- Improper packing
- Product in-transport longer than 24 hours
- Blood received without accompanying data logger
- Other – must specify